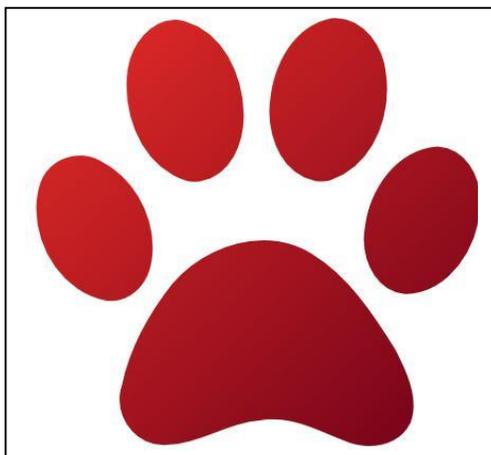


# KEENEY STREET ELEMENTARY SCHOOL

## **Family Handbook 2014-2015**



### **Mission Statement:**

Keeney Street School honors the whole child by developing emotional, academic, physical and social well-being. We foster an environment that nurtures curiosity through authentic and engaging learning opportunities. We value and respect individual strengths in our community; making the world a better place.

*Written by Keeney Staff November, 2012*

## Quick Facts

Address: 179 Keeney Street  
Phone: (860) 647-3354 (office)  
(860) 647-5043 (fax)  
Grades: K-5  
Mascot: Keeney Cub  
School Colors: Red and White  
School Pledge: Respect yourself, respect others, respect the world around you.  
School Hours: 9:05 AM –3:25 PM. **Students may arrive beginning at 8:50 AM.**  
Absentee Phone: (860) 647-3355 (Call in your child's absence – available 24 hours a day)

### Early Dismissal Schedule (Grades K-5) 4 hour day

8:50 AM - First Bell

9:05 AM - School begins – late bell

1:17 PM - Dismissal

Note: Lunch is served on early dismissal days. All morning meetings (rehearsals, practices, etc...) are canceled.

### Delayed Openings – 90 minute delay

10:20 AM – First Bell

10:35 AM session begins

## Keeney Street Elementary School Staff

### Office Staff

Principal: Julie Martin-Beaulieu                      Secretary: Judy DeLong  
Building Substitute: Sue Tyska                      Building Paraprofessional: Karen Dillon  
Administrative Intern: Andrew MacNamar

### Support Staff

Full Time School Psychologist: Adina Ciobotaru  
Part Time Psychologist: Dr. John Mariani  
Special Education Teachers: Jane Borque, Melon Hellberg  
Nurse: Sandy Zuffelato  
Speech and Language: Heather Wood and Christine Domingo (PreK)  
Tutors: Heather Burgess (ELL), Catherine Cragnotti  
Reading Interventionist: Janice Jones

### Grade Level Teachers

PreSchool: Cindy Lepack and Kathleen Aldrich  
Kindergarten: Catherine Kratz, Wendy Elmore, Heather Woble  
First Grade: Megan Branciforte, Loisann Sisson, Jodi Karlins  
Second Grade: Michelle Patrick, Michele Frallicciardi, Lisa Smith  
Third Grade: Joan Silvia, Rhonda Steiger  
Fourth Grade: Amy Angelo, Kathryn Olesnevich, Cara Christensen  
Fifth Grade: Megan Thompson, Lara Wallmark, Stephanie Borcea

### Essentialist Teachers

PE: Greg DeNies  
Music: Elisa Haveles  
Art: Sharon Punty  
Library/Media: Jen Jalbert  
Orchestra: Celeste Velenti

### Curriculum Coaches

Numeracy: Lesley Sherman  
Literacy: Elizabeth Swan

Band: John Ferrente

### Paraprofessionals

Debbie Dahms, Jen Janssen, Dorrine Shewokis, Joyce Carpenter, Trish Malan, Lynn Good, Tracy King

### Cafeteria and Lunchroom Staff

Cooks and Nutrition Support: Mary Buccino, Eva Kavanagh, Christina Brainerd  
Lunch Supervisors: Marisol Gonzalez, Enid Gutierrez, Donna Schmitt, Pat Belisle

### Custodial Staff

Eric Gauruder, Jan Rink, Donald Thompson

August, 2014

Dear Keeney Families,

I am excited to be welcoming you to a new school year and am eager to begin our work together once again. This handbook will provide you with information about certain policies and school systems at Keeney Street School. Please take some time to review this information as there are changes to past handbooks.

This summer has been a busy one for the Keeney Street School building. Our main office is now a more welcoming space with new furniture that allows us to see our youngest children and creates a friendlier atmosphere for all who enter. In addition to this improvement, our lunchroom - now officially the Keeney Cub Café - has been opened up to include what used to be the instrument room. It is currently in the process of being repainted and soon after the start of the school year we will have brand new, round tables for our dining space. I am looking forward to introducing our students to this new space and discussing the type of lunchroom behavior that is expected in order to maintain the positive climate we value in our school.

In addition to our physical space, Manchester educators have been engaged in a variety of professional learning activities throughout the summer. Teachers of all grades have come together to finalize curriculum for both English Language Arts and Math, our kindergarten teaching staff has been planning for the presence of play for our young kindergarten students, and throughout the summer teachers have been discussing professional books and other learning experiences that have generated enthusiasm for their return to school this fall. School is a great place to be these days!

I am looking forward to welcoming your child back to school this year. Please know that you can contact our staff at any time with questions, concerns, or feedback you may have for us.

In partnership, we will create a great school experience for your child.

Julie Martin-Beaulieu  
*Principal*

## Arrival and Dismissal

### *Car Loop:*

- Please enter the car loop (the lot closest to the ball field) and stay safely behind the car in front of you.
- Cars who are in the front can help keep the flow of traffic appropriate by moving ahead once a car in front of them has left.
- *Please do not pass cars that are in the loop.* We want to treat each car as if it is a school bus that has children exiting or entering the vehicle.

### *Walkers:*

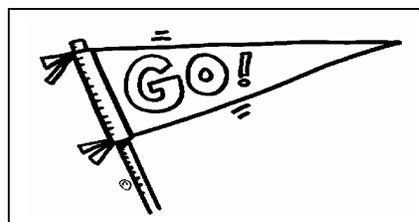
- Children who are walking to school may enter at the main entrance.

### *Bus Loop:*

- Children arriving to school on the bus will enter and exit the school through the doors closest to the primary playground.

## Assemblies and School Spirit

Once a month, usually the first Friday, we will hold a Keeney Cub Conference (an all school assembly). On these days, students are invited to wear red and white or any Keeney Spirit Wear they may have.



The PTA also sponsors Spirit Days throughout the year. On Spirit Days, students are allowed to wear something different and fun (or make their hair a little crazy) and a voluntary donation of \$1.00 can be given to PTA on those days. PTA Spirit Days are one way for all of us to support our PTA and help ensure that the many opportunities they provide for our Keeney Cubs can continue.

## Dress For School

Please support your child in choosing clothes that are appropriate for school. Clothing ought to be comfortable, fit appropriately (not too big or too tight), and be free of any language or pictures that may be offensive or distracting to the school community. Ultimately it is the right of the administration to determine whether or not an article of clothing is appropriate for school.

If your child comes to school wearing something that is determined to not be appropriate, a phone call will be made home informing the parents/guardians and moving forward, it would be expected that the type of clothing in question not be worn again.

Specific clothing guidelines; please do not send your child to school wearing:

- Baggy jeans or shorts
- Halter tops
- Short shorts
- Mini skirts

### Footwear:

In order for your child to participate in PE, s/he must be wearing sneakers. This is due to safety concerns and this policy will be enforced. We also strongly discourage students from wearing flip-flops to school.

## Field Trips

As part of the educational program, field trips are taken to various points of interest. These trips are carefully planned by the teacher and closely supplement the curriculum at the grade level. Trips are supervised by teachers and chaperones. Children taking field trips are required to have permission slips signed by their parents or guardians.

When attending school field trips, chaperones are requested to:

1. remember that smoking is prohibited at all school functions and in the presence of students
2. help maintain excellent behavior on the part of Keeney students at all times.

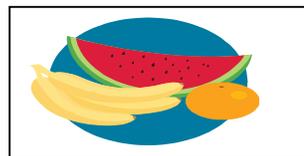
## Food Safety and Nutrition

We are a nut safe school which means that all of our classrooms are nut free and our lunchroom has a separate table for students to use who have a nut allergy. Nut allergies are very serious and we take them seriously. Please honor this policy and do not send nut containing foods to school with your child to eat in the classroom.

We follow the district wellness policy which includes the following guidelines:

- Food will not be used as a reward. This includes the Pizza Hut Book It program that some classrooms have implemented in the past.
- Treats shared with the class for parties and celebrations will be healthy. Please do not send in cupcakes, cookies, or donuts for parties. We will distribute a list of healthy treats to share for celebrations.

We appreciate your understanding and support of this policy.



## Health

ADMINISTRATION OF MEDICINES - Medication will be given by the school nurse or school personnel only in compliance with Public Act 723. Do not send medication to school with children. Parents/guardians are responsible for bringing medications to and from school.

If your child must take medication at school, bring the doctor's permission slip with an explanation. Label all medications with:

- child's name
- times to be taken
- name of prescription
- reason for taking

COMMUNICABLE DISEASES - The spread of any communicable disease can be kept to a minimum through the combined cooperation of parents, teachers and nurses. The parent and teacher must be alert to the following symptoms:

- rash on face or body
- unusual pallor
- coughing
- sore throat
- fever

- impetigo
- earache
- nausea/vomiting
- ringworm
- red or discharging eyes
- pain
- nits and lice
- headache with fever
- flushed face
- scabies

When school personnel determine that an outbreak of a particular communicable disease is significant, parents will be notified. If a child is kept at home because of illness, parents should notify the office immediately if the illness is diagnosed as communicable.

State statutes mandate that a child cannot be admitted into a school system without proper health/immunization records. It is required that each child be immunized against measles, rubella, mumps, Hib, hepatitis-B (series of 3), poliomyelitis (series of 3) and diphtheria-tetanus-pertussis (series of 4) and screened for T.B. For complete protection, it is recommended that each child receive DTP plus polio boosters after the fourth birthday. If the above immunizations are restricted due to medical reasons, a physician's statement is necessary.

PHYSICAL EXAMINATION - It is necessary to have a physical examination within the year before entry. **School entrance may be denied unless examination records or immunization records are complete.**

### Lunchroom Experience

Last year we extended our lunch period from 20 to 35 minutes. Having an extended lunch allows all students to finish their lunch within a reasonable time frame and provide students the opportunity to relax and connect with their friends. We recognize that meal time is, and should be, a social experience for kids and adults and we are striving to create a lunchroom experience that allows for that. We will continue this process, however as a result of what we learned last year, we will be implementing a few changes to our original process.

Students in grades 4 and 5 have the opportunity to stay in the lunchroom for the full lunch period. When they are finished eating, they will be allowed to talk with their friends longer or choose an activity from a *lunch activity tub*. Activities include books, pencil puzzles, as well as games such as checkers.

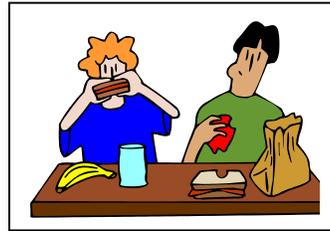
Students in kindergarten – 3<sup>rd</sup> grade will have time to do a quiet activity, either reading, free drawing, or another activity determined by the classroom teacher, either before or after they eat their lunch. This quiet activity will take place in their classroom. The exception to this is kindergarten at the beginning of the year. They tend to use the entire 35 minutes in the café to eat their lunch at the start of the school year.

As we monitor this process, and learn how our new systems work within our new Cub Café we may make adjustments throughout the year.

Parents are welcome to join their child for lunch during the school day. Please remember to sign in at the office before enjoying our Keeney dining experience!

The times when our grades are in the Cub Café are:

Kindergarten:	10:55 – 11:30
First Grade	11:35 – 12:00
Second Grade	11:40 – 12:05
Third Grade	12:40 – 1:05
Fourth Grade	1:10 – 1:45
Fifth Grade	12:05 – 12:40



Prices:	Breakfast	\$1.00
	Reduced Breakfast	\$.30
	Hot lunch	\$1.95
	Reduced Lunch	\$.40

### **Lost and Found**

Any articles which are found in the school or on school grounds should be taken to the office. Unclaimed articles will be disposed of at intervals during the school year. Loss or suspected theft of personal or school property should be reported to the main office.

### **Parent Conferences**

Parents are encouraged to become partners in their child's educational successes. Conferences with teachers may be held at any time during the school year. Parents and students, as well as teachers, counselors, or administrators may initiate a conference.

A parent or student may arrange a conference with an individual member of the school staff or a group conference with school members. Conferences are scheduled by the district during school hours but every effort will be made to accommodate parent schedules.

### **Parent Teacher Association**

PTA is a vital link between the school, community and the parents it serves. Parents are urged to join and take an active part in the PTA.

The Keeney Street School PTA is a local unit of the Connecticut PTA. It is a non-commercial, non-sectarian and non-partisan organization. As a member of the national PTA, it has representation in Washington and with the PTA lobbyists who are trying to secure adequate laws for the care and protection of children. It supports education for our children. Some of the ways it helps are: donating time in the classrooms and library, sponsoring Fine Arts programs for the students, hosting family activities that foster a sense of community in our school and fundraising to enhance the educational experiences of our children. The PTA also works with the teachers to encourage parent-teacher collaboration. Meetings are open to all interested parents. There are many opportunities for being involved.

## **Pesticide Application**

By July 1, 2000, only certified pesticide applicators shall be used in schools for any non-emergency pesticide use in school buildings or school grounds. Areas to receive pesticide application will be posted and a written record of all pesticide applications will be maintained for five years. Parents/guardians and staff who want to receive advance notice of all pesticide use will be listed on a registry and such notice will be provided as required by law. Parents/guardians who want to be notified prior to pesticide applications inside their children's school assignment area may contact the Principal.

## **Positive Behavior Intervention Support (PBIS)**

The Positive Behavior Intervention Support program involves a proactive, comprehensive systemic and individualized continuum of support designed to provide opportunities for students to achieve social and academic success. This is accomplished by examining the factors that impact behavior, as well as the relationships between the environment and a student's behavior. The tenants of PBIS that Keeney Street School follows are outlined below:



### **Instruction:**

All students will receive instruction in the expected behavior at the beginning of the school year as well as throughout the school year. This instruction includes repeated practice and specific feedback from the teacher or supervising adult.

### **Student Recognition:**

We believe that a student should be recognized when s/he consistently demonstrates an expected behavior, learns and applies a new skill (including behavioral skills), and/or shares a strength or talent with his or her community. Our recognition system at Keeney includes the following:

- **Specific compliments:** Keeney adults provide students with specific compliments to reinforce expected behavior. These compliments do not guarantee any sort of material reward or prize. They simply acknowledge positive behavior and identify feelings of pride that the behavior ought to generate. (For example...“Maria. You are working so well with your group right now. You are talking quietly and you are sharing your materials. You should feel proud of yourself that you are helping your group accomplish this task.”)
- **Tokens:** Every student is exceptional in his or her own way. That exceptionality will be recognized by giving students a token for the following reasons:
  - To celebrate a strength or talent a student shares with the community
  - To recognize positive behavior (academic or social/emotional) that is demonstrated on a consistent basis
  - To reinforce a newly acquired behavior (academic or social/emotional)

Tokens will result in a certificate to be sent home. In addition, that student's picture will be taken and be displayed in our lunchroom along with a note explaining what behavior resulted in that token.

## **Playscape / Playground**

The educational philosophy at Keeney Street Elementary School is to educate the whole child. Keeping this philosophy in mind, we are concerned about the physical well being of the students who attend our school. The playscape provides the opportunity for our students to develop their

physical creativity in an atmosphere that is comfortable and safe. It encourages individuality by allowing students to play within their own physical abilities and talents.

The playground is large enough for many children to be on it at one time. Children are encouraged to play cooperatively with one another. Social interaction through group play is promoted.

The Keeney Street Elementary School playground has been designed for use by all students in the school. It is a place where children are free to explore different movement patterns on individual pieces of equipment and to play creatively.

Use of the playground during school hours by persons other than school personnel is prohibited.

### **Safety and Evacuation Drills**

The main doors to the building will be locked during school hours. In order to gain entrance into our school, please ring the doorbell and you will be asked to identify yourself and then the door will unlock.

We are requesting that all visitors sign in at the office and receive a visitor's badge. This allows us to account for all adults in the building should we need to evacuate and it also allows school personnel to recognize when someone is in the building who has not been checked in.

Fire drills are held monthly to prepare all students and staff to leave the building as quickly as possible should any possible emergency arise. Absolute silence is to be maintained at all times in leaving or entering the building to prevent confusion. Teachers will guide their students out of the building according to a plan that has been developed.

Lockdown drills are also conducted regularly to increase our capacity to respond to a safety compromise in or around the building.